

23 April 1980

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MEMORANDUM FOR: Director of Logistics

FROM : [REDACTED]  
Chairman, Administrative Directorate  
Management Advisory Group

SUBJECT : Information Concerning Public Transportation

1. This memorandum proposes the creation of a public transportation information center in Headquarters Building and similar arrangements in external Agency buildings in the Washington Metropolitan area, as circumstances permit, as an energy saving measure.
2. For the past nine months the Administrative Directorate Management Advisory Group (ADMAG) has, at the request of the Deputy Director for Administration, been studying various measures that will contribute to the Agency energy conservation program. With respect to the area of transportation it has been suggested that a greater effort be made to acquaint employees, especially those newly entering on duty, with the public transportation that serves the Headquarters Building and other Agency buildings within the Washington Metropolitan area.
3. It is specifically suggested that a public transportation information center containing a map of the Washington metropolitan area showing METRO bus and subway routes be mounted on the wall in 1J corridor adjacent to the current car pool map and information center. In addition to the public transportation map, it is also suggested that METRO route schedules and other public transportation publications be mounted on the display to provide specific information concerning public transportation. This information is currently available in the Space Maintenance and Facilities Branch, Logistics Services Division, OL, Room 1J45. In view of their current involvement in public transportation and their proximity to the proposed display, Space Maintenance and Facilities Branch would seem to be a logical office to establish and service this facility.
4. In addition to establishing this public transportation information center in the Headquarters Building, ADMAG also suggests that similar displays be set up in other Agency buildings in the Washington metropolitan area as circumstances permit. Many of the buildings are more directly serviced by public transportation than Headquarters Building and have more severe parking problems which this information could help to alleviate.

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5. With the advent of pay parking, we believe greater publicity and availability of information concerning public transportation would be welcome by employees looking for alternatives and help to cushion the impact of this measure. The information will also be useful to new employees who are just establishing their transportation habits and to employees being transferred between Agency buildings who would be changing their transportation patterns. In time, significant energy sources could be realized by greater use of public transportation that currently serves our Agency facilities.

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